

G-1 Transitioning to another Waiver

Children on the Autism Waiver who have met the three (3) year service limitation or have received the one (1) time, 1 year extension may be eligible to transition to another waiver at that time. The family may choose to have the child assessed for transition to HCBS/Severe Emotional Disturbance (SED) Waiver administered by Community Mental Health Centers (CMHCs) or HCBS/Intellectual and Developmental Disability (I/DD) Waiver administered by Community Developmental Disability Organizations (CDDOs), providing the child meets eligibility guidelines for 1 of the two (2) waivers stated above. The following identifies the time frames, as well as the roles and expectations of the entities involved. It is important for each entity to work together when required and adhere to these timeframes so services under either the I/DD or SED waiver are prepared to begin immediately following the last day of service on the Autism Waiver.

Participants may transition to the I/DD or SED Waiver when they have:

1. Reached their 3 year limit (or the end of their 1 year extension, if 1 was granted) and are determined no longer eligible
2. Been determined no longer functionally eligible for Autism Waiver services

Participants may choose to leave the Autism Waiver at any time. However, they may not transition to the I/DD or SED Waiver when:

1. The participant has been determined ineligible due to non-compliance with the IBP/POC.
2. The participant has been determined ineligible due to lack of utilization of at least 2 waiver services each month.
 - a. Consultative Clinical and Therapeutic Services (Autism Specialist) is a **required** service each month. The participant must utilize this service **and** 1 other service each month.
 - b. The participant may utilize more than, but no less than 2 services each month to maintain eligibility.

Autism Specialist (AS) Responsibilities

120 days prior to the child's last day of service; if the child is five (5) years old and the family has expressed the desire to transition at the end of 3 years:

- The AS will discuss with the family the child's options for transitioning to either the I/DD or SED Waiver.
- If the family chooses to transition to 1 of those waivers, the AS will refer the child to 1 of the following entities for an eligibility assessment:
 - For the I/DD Waiver the child should be referred to their area CDDO

- For the SED Waiver the child should be referred to their area CMHC
- The AS will notify the MCO of the family's desire to transfer.

By last day of service:

- The Autism Specialist will end the IBP/POC with the family so the child is ready to begin services on I/DD the next day.

Functional Eligibility Specialist (FES) Responsibilities

Within 30 days prior to the child's last day of service:

- If the child is nearing completion of the 3 year service limitation on the program and **meets functional eligibility requirements** on their final assessment:
 - FES will send the **NOA** indicating that to:
 - Family
 - Cc: Autism Program Manager
 - Cc: MCO
- If the child has been **determined functionally ineligible** on their annual or final assessment:
 - FES will send **NOA/3161** to:
 - Family
 - Cc: Autism Program Manager
 - Cc: MCO

NOTE: The Autism Program Manager will initiate 3161s for children who are functionally eligible for the HCBS/Autism waiver.

Managed Care Health Plan (MCO) Responsibilities

When notified by the AS that the child/family has chosen to transition to another program:

- MCO submits the MCO – KDADS Referral and Notification Form to:
 - Autism Program Manager
 - Cc: HCBS-KS@kdads.ks.gov

30 days prior to the child's last day of service:

- MCO will assist family with making contacting the CDDO/CMHC for an initial assessment for the appropriate program.
- Once the MCO receives the NOA/ES-3161 recommending termination of Autism Waiver services, the MCO:

- Works with CMHC/CDDO who locates a TCM to serve the child under the I/DD or SED Waivers
- If the child already has a TCM, they notify the child's current TCM that they will be transitioning to I/DD or SED Waiver

NOTE: If the child is unexpectedly determined by the FES at their annual assessment to be no longer functionally eligible to receive Autism Waiver services and the family chooses to transition to I/DD or SED, the MCO should immediately begin this process to avoid a prolonged lapse in services

Autism Program Manager Responsibilities

30 days prior to the child's last day of service:

- The Autism Program Manager will send the Last Day of Service letter to the family, notifying them of their final day on the Autism Waiver.
- The Autism Program Manager will send:
 - 3161 to:
 - DCF
 - Cc: MCO
 - Cc: Program Manager (if I/DD)
 - NOA to:
 - Family
 - Cc: MCO

Who completes the process?

Once all of the above steps have been taken:

- For I/DD: the program manager will
 - Notify the CDDO that the child has been approved to transition to the I/DD waiver and by pass the waitlist.
 - Send the 3160 to DCF authorizing them to code the child for I/DD services (Cc: CDDO) beginning the day after the child's last day of service on the Autism Waiver,
 - The MCO is then notified the day after DCF codes the child for I/DD services.
- For SED: the MCO will:
 - Notify CMHC that the child has been approved to transition. The CMHC will then send a 3160 to DCF indicating that they should be coded for the proper program beginning the day after the child's last day of service on the Autism Waiver.

- The MCO is then notified the day after DCF codes the child for SED services.

After the above steps have been taken the child will be fully authorized to begin services on either the I/DD or SED waiver.

The child will then begin services immediately following their last day of service on the Autism Waiver.

NOTE: This process remains the same and will be followed if a child is ending services at their 3 year limit or if they are ending after the 1 year extension. The process is the same for both situations.

Example: How to Figure the End Date

Johnny was offered an Autism Waiver position on 1/17/2014 and his initial Vineland assessment was completed on 1/21/2014 (you can find this date on the initial Vineland assessment) you count out either to the 3rd year (or 4th year if they have been granted a 1 year extension) and Johnny's last day of service will be on the last day of the month (28th, 30th or 31st).

- If 3 years it would be 1/31/2017
- If 4 years it would be 1/31/2018

Autism Waiver services will always end on the last day of the month. If the individual is transitioning to the I/DD or SED Waiver, the first day of service will always begin on the first day of the following month.

- If Autism Waiver services end on 1/31/2017

I/DD or SED Waiver services begin on 2/1/2017

